



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 25 सितम्बर, 2006/3 आश्विन, 1928

हिमाचल प्रदेश सरकार

HOME DEPARTMENT

NOTIFICATION

Shimla-2, the 1st August, 2006

No. Home (Enf.)A-1(3)-1/2005.—In exercise of the powers conferred under clause (b) of sub-section (1) of section 4 of the Right to Information Act, 2005 (Act No. 22 of

2005), the Governor, Himachal Pradesh is pleased to publish the record and other activities of the Home Department as under :—

Sl. No.	Particulars	Details
1	2	3
(i)	The particulars of its organization, functions and duties;	<p>The Home Department is divided into various Sections to carry out the work assigned to it as per business of the Government of Himachal Pradesh (Allocation) Rules, 1971 amended from time to time. The work assigned and carried out by each section of Home Department is as under :—</p> <p>Home-A Establishment of all categories (except IPS and HPS) of Police Deptt., Law and Order, field firing ranges, arms and ammunitions, land acquisition including defence purposes, permission for printing papers.</p> <p>Home-B Personal and financial matters of Judicial Officers/Advocate General office/H. G. & Civil Defence/Prison/ citizenship and visa cases of foreigners, executive magistrate powers, NORI cases of Tibetan Refugees, NOC to applicants living aboard for visa, for mercy petitions of prisoners.</p> <p>Home-C Matters relating to atrocities on SCs/STs, NHRC, SHC, Law Commission, PMs 15 Point Programme, Official Secret Act, Indian Christian Marriage Act, H. P. Courts Act, 1976, H. P. Civil & Criminal (Supply of Copies) Rules, 2000, Cable TV Networks (Regulation) Act, 1995, Nomination for Kabir/Communal Harmony Awards, Nanawati Commission, Haj Committee, Sikh Pilgrims visit to Pakistan, ESSMA, Issuance of sealed/restricted roads permits.</p> <p>Home-D Establishment of IPS, HPS and Gazetted officers of Wireless Organization.</p>

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	Home-E	Filing/non filing of criminal appeals pertaining to all sections of IPC as well as various Acts, withdrawal of cases.
	Prosecution	Personal matters of Govt. Pleaders, Budget related matters of Prosecution, engagement of counsels in criminal cases for Supreme Court and payments of counsels fees thereof.
	Cypher Cell	Internal security matters.
	Vigilance	Cases/enquiries/complaints of corruption against public servants, establishment/ budget of Lokayukta office, and DA (Vig.) office, issuance of VCC in respect of Govt. servants.
	Enforcement	Cases of illicit felling of trees, economic offences, leakage of revenue in Forest, Industries, Excise & Taxation, Transport, Civil Supplies and Co-operative Department.

(ii) The powers and duties of its officers and employees.

Principal Secretary/ Secretary (Home).— Overall administrative incharge of the Deptt. and are authorities who decide on all matters except policy matters of the State Govt. which are to be decided by the council of ministers as per standing orders issued under Rules 26 and 27 of Rules of Business of Govt. of H.P.

Addl./Joint/Deputy/Under Secretary.— They act as a intermediate authority between Branch and Secretary/Pr. Secretary (Home). They also act as Branch Officer in respect of Branches allocated to them. They submit the matters/files to Secy./Pr. Secy. (Home) directly or through Joint Secretary (Home) in some cases.

Section Officer.— The Incharge of their respective sections and are responsible for over working/disposal of dak receive in their respective sections. They submit files to higher authorities through their Branch Officers.

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Superintendents.—All the work of the Assistants/ Clerks of the Section is submitted to Section Officer through him.

Assistants.— They are allotted work of specific seats by the Section Officer, and are responsible to dispose of the allotted seat.

Junior Assistants/Clerks.— In addition to dispose of the specific work assign to them by the Section Officer/Superintendent, they attend to the work of diary and dispatch, sending report/returns and other work as per Office Manual.

Peon.— Distribution of dak/files of their respective sections.

The delegation to various levels of powers and functions are given in the Annexure-A.

- (iii) The procedure followed in the decision making process, including channels of supervision and accountability.

The Principal Secretary (Home) is administrative Head of the department at Govt. level and assisted by Secretary. Addl./Joint Secretary /Deputy/Under Secretary are Branch Officers of their respective Branches for supervision of work and assist the Secretary/Pr. Secretary and discharge functions/duties as per delegation of powers given under standing orders and are accountable for the work of their respective sections as Branch Officer.

- (iv) The norms set by it for the discharge of its functions.

Different functions of the Department (section) at various levels in accordance with standing orders issued under Rules 26 & 27 of Rules of Business of Govt. of H.P other Rules and Office Manual.

- (v) The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The various Rules, Regulations, Instructions, Manuals are followed while functioning in different works, a brief list of which is as under:—

1. CCS (Leave) Rules, 1972
2. CCS (CCA) Rules
3. CCS (Conduct) Rules, 1964
4. H. P. F. R. & SR Rules

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5. Medical Attendance Rules
6. House Building Advance Rules
7. L. T. C. Rules
8. Budget Manual
9. Office Manual
10. Pension Rules
11. GPF Rules
12. All India Service Manuals

Acts :

1. H. P. Fire Fighting Act, 2000
2. Home Guards Act, 2003
3. H. P. Jail Manual, 2000
4. Centre Foreigners Registration Act, 1939
5. Centre Foreigners Act, 1946 and Centre Passport Act, 1967.
6. The Prevention of Corruption Act, 1988
7. The H. P. Prevention of Specific Corrupt Practices Act, 1983.
8. The H. P. Lokayukta Act / Rules, 1983
9. Code of Criminal Procedure
10. Indian Penal Code
11. H. P. Vigilance Manual.
12. Police Act/ Rules
13. Punjab Police Act/Rules
14. Arm Act/Rules
15. Indian Telegraph Act / Rules, 1999
16. Press & Registration and Newspapers (H. P. Amendment) Act, 1973.

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17. Land Acquisition Act
18. Narcotics Drug Psychotropic substance Act
19. Human Rights Act
20. Motor Vehicle Act, 1988 and Rules
21. ESMA
22. Official Secrecy Act, 1923
23. Central Haj Committee Act
24. Cinematography Act
25. Enforcement Scheme
26. E.C. Act, 1955
27. Dangerous Drugs Act, 1930
28. Indian Forest Act, 1927
29. Punjab Excise Act, 1914
30. H. P. Forests (Sale of Timber) Act, 1988
31. Central Sales Tax Act, 1956
32. Wildlife Protection Act, 1972.

(vi) A statement of the categories of the documents that are held by it or under its control.

Files relating to the subjects mentioned at Sl. No. (i) and above.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof.

There is no arrangement at present.

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(viii)	A statement of the board, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies and open to the public, or the minutes of such meeting are accessible for public.	<ol style="list-style-type: none"> 1. State Vigilance Committee 2. State Level Monitoring Group on Crime Criminal Information System. 3. H. P. State Security Advisory Board 4. State Level Anti Narcotics Committee 5. District Level Anti Narcotics Committee 6. Committee on Assessment of Overall Police Strength. 7. State Level Training Advisory Committee 8. Committee on State Amendments in the Cr.P.C. and Laws as suggested by the Malimath Committee. 10. The State Haj Committee 11. The State Sikh Pilgrimage Committee

The minutes of its meeting are not accessible for public except as provided under the provisions of the RTI, Act, 2005.

(ix)	A directory of its officers and employees.	Phone No (O)	Email
	1. Pr. Secretary (Home)	2621903	Secyhome-
	2. Secy-cum-Director (Vig.)	2620043	hp@nic.in
	3. Jt. Secretary (Home)	2621005	Nil
	4. Dy. Secretary (Home)	2628479	Nil
	5. Under Secretary (Home)	2628480	Nil
	6. S.O. (Home-A) & Staff	2880431	Nil
	7. S.O. (Home-B) & Staff	2880432	Nil
	8. S.O. (Home-C) & Staff	2880506	Nil
	9. S.O. (Home-D) & Staff	2880433	Nil
	10. S.O. (Home-E) & Staff	2880832	Nil
	11. S.O. (Vig.) & Staff	2880481	Nil
	12. S.O. (Prose.) & Staff	2880564	Nil
	13. Superintendent (Enf.)	2880476	Nil
	14. Superintendent (Cypher Cell).	2880458	Nil

1	2	3
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	1. Pr. Secretary (Home) Rs. 22400—24500 2. Secy.-cum-Director (Home/Vig.) Rs. 18400—22400 3. Jt. Secy. (Home) Rs. 14000—18600 4. Dy. Secretary (Home) Rs. 12000—15500 5. Under Secretary (Home). Rs. 10025—15100 6. Section Officers Rs. 7220—11660 7. Superintendents Rs. 6400—10640 8. Sr. Assistants Rs. 5800—9200 9. Jr. Assistants Rs. 4400—7000 10. Clerks Rs. 3120—5160 11. Peons Rs. 2620—4140
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Not applicable
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable

1	2	3
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	Information is available in the website www.himachal.nic.in/home .
(xv)	The particulars of facilities available to or citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	The public can have the information from this Department from 10 A.M. to 5 P.M. only as per provisions of the RTI Act, 2005. Besides, some information with regard to cases registered by the Department after enquiry has been made available on the website of this Department. No library is maintained by this Department.
(xvi)	The names, designation and other particulars of the Public Information Officers.	The Appellate Authority and PIO in respect of the Home Department are as under :-

Sl.No.	Name of the Appellate Authority	Designation and official address	Jurisdiction (area/subject)	E-mail Address	Telephone/ Fax No. (Office) (Resi.)
1.	Shri Prabodh Saxena, I.A.S.	Secretary- (Vigilance) Room No. 623 Armsdale Building H. P. Secretariat, Shimla.	Home and Vigilance Department.	Secyhome-hp@nic.in	<u>Office Phone & fax No.</u> 2620043 <u>Residence No.</u> 2621707

Sl. No.	Name of the PIO/ APIO	Designation and Official Address	Jurisdiction (area/subject)	E-mail Address	Office Telephone/ Fax No. (Office) (Resi.)
1.	Shri R. P. Bhardwaj, HAS (PIO)	Joint Secretary (Home) Room No. 414 Armsdale Building, H.P. Sectt. Shimla	Vigilance, Enforcement, Home-E	Nil	<u>Office</u> 2621005 <u>Residence</u> 2624249
2.	Shri N. S. Bhadwal (PIO)	Deputy Secretary (Home) Room No. A-212.	HomeA, Home-D, Prosecution & Cypher.	Nil	<u>Office Phone</u> 2628479 <u>Residence</u> 2620792
3.	Shri I. N. Chauhan (PIO)	Under Secretary (Home) Room No. A-405	Home-B and Home-C	Nil	<u>Office Phone</u> 2628480 <u>Residence</u> 2622350

(xvii)	Such other information as may be prescribed.	Nil.
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By order,
Sd/-
Pr. Secretary.

ANNEXURE—A

HOME DEPARTMENT**STANDING ORDER***Shimla-2, the 27th May, 1999*

No. Home (A)F(14)-2/84.—The Home Department consists of the following Sections, which deal with the subjects shown against each :—

Sl. No.	Section	Subjects
1.	Home-A	All correspondence relating to Police Deptt., Law & Order, Misc., Complaints, Gun Licences, State Forensic Laboratory, Title of Printing Press etc. Narcotics.
2.	Home-B	Prison, Home Guards & Civil Defence, Fire Services, H.P. High Court, Office of Advocate General, H. P., Visa, Inner-line Permits, NORI, Citizenship and Permits for plying vehicles on sealed/restricted roads in Shimla town etc.
3.	Home-C	Human Rights Commission, Atrocities on SCs/STs., Haj Committee, Sikh Jatha, 15-Point Programme for the Welfare of Minorities, Communal Riots etc.
4.	Home-D	Establishment of HPS and IPS Officers.
5.	Home-E	Criminal cases/appeals.
6.	Vigilance	Vigilance cases, Issue of Vigilance Clearance Certificate, Establishment of Lokayukta etc.
7.	Enforcement	Cases pertaining to illicit felling, enquiry into corporate sector cases.
8.	Prosecution	Establishment of Distt. Attorneys, Dy. Distt. Attorneys, Asstt. Distt. Attorneys and engagement of Advocates in criminal cases for Supreme Court cases and payment of their fees etc.

In pursuance of Rules 26 & 27 of the Rules of Business of the Govt. of Himachal Pradesh, 1971 and in supersession of earlier orders issued in this behalf, the Hon'ble Chief Minister, Himachal Pradesh, is pleased to direct that the cases and matters relating to the

Home Department at the levels of Chief Minister/Chief Secretary/Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary/Under Secretary shall be disposed of in the manner as detailed below with immediate effect :—

Sl. No.	Nature of Cases	Level of Disposal			
		U.S./ D.S.	Spl. Secy./ Addl. Secy./ Jt. Secy.	Secy./ A.C.S./ C.S.	C.M.
1	2	3	4	5	6
I. RULES OF BUSINESS CASES:					
	All cases under rules 14, 15, 16, 55, 57, 57-A, 58, 59 and 60 of the Rules of Business.	—	—	—	C.M.
II. LOK SABHA/RAJYA SABHA AND VIDHAN SABHA QUESTIONS:					
(i)	Lok Sabha and Rajya Sabha Questions (only important cases involving principles or policy).	—	—	—	C.M.
(ii)	Rountine matters	—	—	Secy.	—
(iii)	Replies to all Vidhan Sabha Questions, Assurances, Calling Attention Motions and other Vidhan Sabha Matters.	—	—	—	C.M.
(iv)	Final Report on the Assurances given by the C.M. on the Floor of the House.	—	—	—	C.M.
(v)	Reports of Public Accounts Committee and Estimate Committee when ripe for final decision.	—	—	—	C.M.
III. LEGAL MATTERS :					
(i)	Framing of Rules under various Acts.	—	—	—	C.M.
(ii)	Acquisition of lands/buildings for public interest (Central Govt.).	—	—	—	C.M.

1	2	3	4	5	6
(iii)	Location of Police Stations/Sub-Divn. (Office & other purposes).	—	—	—	C.M.
(iv)	Decision in principal on acquisition of land under Land Acquisition Act, 1894.	—	—	—	C.M.
(v)	(a) Bills, Acts, Rules, Regulation, Manuals and Codes.	—	—	Secy.	—
	(b) Executive instructions, assessment and interpretation etc.	—	—	Secy.	—
(vi)	Notice under section 80 C.P.C.	—	Spl./Addl./Jt. Secy.	—	—
(vii)	Writ Petitions/O.As.	—	—	Secy.	—
(viii)	Appeals (Civil & Criminal):				
	(a) (i) all cases upto High Court.	—	—	Secy.	—
	(ii) In case of difference of opinion	—	—	ACS/C.S/	—
	(b) In Supreme Court	—	—	—	C.M.
(ix)	Withdrawal of criminal cases from court.	—	—	Secy.	—
(x)	Grant of Govt. sanction for the prosecution under Section 196 & 197 of Cr. P.C. :				
	(a) All India Services	—	—	—	C.M.
	(b) Other cases	—	—	Secy.	—
IV. ORGANIZATION :					
(i)	Creation/abolition of offices and institutions.	—	—	—	C.M.
(ii)	Appointment of Committee/Board	—	—	—	C.M.
(iii)	Delegation of International Organizations, Committees and conferences.	—	—	—	C.M.

1	2	3	4	5	6
(iv)	Reorganisation and redistribution of functions.	—	—	Secy.	—
(v)	Administrative Reforms in the Department.	—	—	—	C.M.

V. POLICY AND PROGRAMMES :

(i)	Formation of new programmes/ Policies.	—	—	—	C.M.
(ii)	Deviation from existing policies	—	—	—	C.M.
(iii)	Substantial changes in the schemes already approved.	—	—	—	C.M.
(iv)	Annual Reports on the working of the Deptt.	—	—	—	C.M.

VI. ESTABLISHMENT :

(i)	(a) Creation of new posts	—	—	—	C.M.
	(b) Conversion of posts into permanent ones.	—	—	Secy.	—
	(c) Fixation of cadre strength of Class-I & II.	—	—	—	* C.M.
	(d) Fixation of cadre strength of Class-III & IV.	—	—	Secy.	—
(ii)	Framing of Recruitment & Promotion Rules for all categories of posts and relaxation of condition of service.	—	—	—	C.M.
(iii)	Orders for placing requisition for recruitment through Public Service Commission.	—	—	Secy.	—
(iv)	Annual statements of appointment made without consulting the Commission.	—	—	Secy.	—
(v)	Sponsoring the in-service candidates for training/ higher studies:	—	—	—	—
	(a) Abroad : Class-I, II and III Officers/officials.	—	—	—	C.M.

1	2	3	4	5	6
	(b) In India :				
	Class -I, II and III Officers/ officials	—	—	Secy.	—
(vi)	Appeals/Petitions of :				
	(a) Class-I Officers	—	—	—	C.M.
	(b) Class-II Officers and Class-III Officials.	—	—	Secy.	—
(vii)	Appointment, transfer, seniority and re-employment of Class-I Officers.	—	—	—	C.M.
(viii)	Confirmation of Class-I Officer	—	—	Secy.	—
(ix)	Deputation to and from H.P. Govt. in respect of :				
	(a) Class-I Officer	—	—	—	C.M.
	(b) Class-II Officers and Class-III Officials.	—	—	Secy.	—
(x)	All Vigilance/Enforcement cases in respect of :				
(a)	All India service Officers :				
	(i) Preliminary enquiry	—	—	A.C.S. C.S.	—
	(ii) Prosecution Sanction of Departmental Enquiries.	—	—	—	C.M.
	(iii) Imposition of Penalty	—	—	—	C.M.
(b)	Gazetted Officers :				
	(i) Preliminary enquiry	—	—	Secy.	—
	(ii) Prosecution Sanction of Departmental Enquiries.	—	—	—	C.M.
	(iii) Imposition of Penalty	—	—	—	C.M.
(c)	Difference of opinion between the A.D. & Vigilance Deptt. :				
	(i) Gazetted Officers	—	—	A.C.S/C.S.	—
	(ii) Non-Gazetted officers	—	—	Secy.	—

1	2	3	4	5	6
(d) (i)	All cases of vigilance & Enforcement against G.Os. (other than AIS) /NGOs in which advice has been sought by different A.Ds.	—	—	—	C.M.
(ii)	All cases of Vigilance & Enforcement against AIS in which advice has been sought by different A.Ds.	—	—	—	C.M.
(xi)	Disciplinary proceedings against :				
(a)	Class-I Officers	—	—	—	C.M.
(b)	Class-II Officers:				
	Major penalties	—	—	Secy.	—
	Major penalties	—	—	Secy.	—
(xii)	Institutions are withdrawal or criminal proceedings against Gazetted Officers and payment from the State Revenues for damages in suits brought by or against Gazetted Officers.	—	—	Secy.	—
(xiii)	Memorial submitted by the employees that enquire Minister's orders under the rules.	—	—	—	C.M.
(xiv)	Confidential Reports of Class-I Officers.	—	—	—	C.M.
(xv)	Confidential Reports of Class-II Officers.	—	—	Secy.	—
(xvi)	Grant of Advance increments with the concurrence of F.D.	—	—	Secy.	—
(xvii)	Recommendations of HPPSP & DPC in respect of :				
(a)	Class-I Officers	—	—	—	C.M.
(b)	Class-II Officers	—	—	Secy.	—
(xviii)	Retention in service after superannuation.	—	—	—	C.M.

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Continuance of posts under the controller of Home Deptt. on year to year basis subject to availability of funds in consultation with the F.D.

— Spl./Addl./Jt.
Secy.

—

—

Uniform Renewal Grants

— Spl./Addl./Jt.
Secy.

—

—

Sanction of GPF Advance/
Withdrawal (Class-I & II).

— Spl./Addl./Jt.
Secy.

—

—

Permission to Officers to purchase/
sell land, property and raise loans
from approved financial Institutions.

—

—

Secy.

—

Time barred claims in respect of pay,
D.A., Medical re-imbusement etc.

U.S./
D.S.

—

—

—

Grant of special pay/honorarium/Fees
etc. with prior concurrence of F.D.:

Class-I, II & III Officials

—

—

Secy.

—

Premature Retirement :

(a) Class-I

—

—

—

C.M.

(b) Class-II & III

—

—

Secy.

—

BUDGET ACCOUNTS & FINANCIAL MATTERS :

Really New Schemes

—

—

—

C.M.

Budget Estimates

—

—

Secy.

—

Administrative approval & financial
sanction of new schemes.

—

—

—

C.M.

Expenditure sanction :

(a) Above Rs. 1 crore

—

—

—

C.M.

(b) Above Rs. 50 Lacs and Upto 1 crore

—

—

Secy.

—

(c) Upto Rs. 50 Lacs

—

Spl./Addl./
Jt. Secy.

—

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1	2	3	4	5	6
(v) Administrative approval & Expenditure Sanction :					
(a) Works Above Rs. 1 Crore	—	—	—	C.M.	—
(b) Works above Rs. 50 Lacs and upto Rs. 1 Crore.	—	—	Secy.	—	—
(c) Works upto Rs. 50 Lacs	—	Spl./addl./ Jt. Secy.	—	—	—
(vi) Proposals involving the alienation either temporary or permanent or of sale / grant on lease of Govt. property less than Rs. 50,000/- in value or the abandonment or reduction of revenue exceeding that amount except when such alienation: sale, grant or lease of Govt. property or abandonment or reduction of revenue is in accordance with the rules or with a general scheme already approved by the Cabinet.	—	—	ACS/C.S.	—	—
(vii) Delegation of financial powers to subordinate authorities.	—	—	ACS/C.S.	—	—
(viii) Write-off/ remission of irrecoverable loans and advances. All cases to be referred to F.D. :					
(a) Above Rs. 2 Lacs	—	—	—	C.M.	—
(b) Upto Rs. 2 Lacs	—	—	Secy.	—	—
(ix) Write-off losses, stores etc : All cases to be referred to F.D.					
(a) Above Rs. 2 Lacs	—	—	—	C.M.	—
(b) Upto Rs. 2 Lacs	—	—	Secy.	—	—
VIII. MISCELLANEOUS :					
(i) Important cases relation to Law & Order.	—	—	—	C.M.	—
(ii) Clashes between Civil & Military	—	—	—	C.M.	—
(iii) Recommendations for the award of President's Police Medals and other Medals.	—	—	—	C.M.	—

2	3	4	5	6
All proposals relating to gallantry awards to official and non-officials.	—	—	—	C.M.
Policy matters regarding Arms and Ammunition.	—	—	—	C.M.
Policy regarding grant cancellation, suspension of licenses of Dealers in Arms & repair in arms.	—	—	ACS/C.S.	—
(a) Enhancement in quantities of arms & ammunition to be kept by the dealers (except where such enhancement is upto 100% of present quantity.	—	Secy.	—	—
Notification under Section 9(i) Maneouvers field Firing and artillery Practices act, 1958.	—	—	—	C.M.
Notification under Section 9(2) and 9(3) of the Maneouvers of Field Firing and Artillery Practices Act, 1958.	—	—	Secy.	—
Comments of State Govt. on reports of Commissions.	—	—	—	C.M.
Grant of licenses of Semiautomatic weapons falling in category I(b).	—	—	Secy.	—
Grant of licenses of Semiautomatic weapons falling in category I (C) & I (D).	—	—	Secy.	—
Delegation of powers to various authorities of State Govt. in accordance with the provisions of the Arms Act and rules thereunder.	—	—	Secy.	—
Representations, Appeals etc. against orders of DM's, SDM's in Arms Licenses cases.	—	—	Secy.	—

1	2	3	4	5	6
(xiv)	Restoration of confiscated Arms to their owners or legal representatives.	—	—	Secy.	—
(xv)	Civil and Military liaison and internal security.	—	—	Secy.	—
(xvi)	Issue of passport-recommendation thereof.	—	Spl./Addl./Jt. Secy.	—	—
(xvii)	Issue/renewal of permits to ply vehicles in Shimla town :	—	—	Secy.	—
	(a) Sealed Portions of roads	—	Spl./Addl./Jt. Secy.	—	—
	(b) Restricted roads	—	—	—	—
(xviii)	Haj Committee	—	—	Secy.	—
(xix)	Sikh Jatha	—	—	Secy.	—
(xx)	Human Rights Commission	—	—	ACS/CS	—
(xxi)	Atrocities on SC/ST	—	—	Secy.	—
(xxii)	15-point Programme for the welfare of minorities and Communal Riots.	—	—	Secy.	—
(xxiii)	Permission for organizing functions at the Ridge.	—	—	ACS/C.S.	—
(xxiv)	Engagement of non-panel Advocates in Criminal cases in Supreme court and settlement of their fees.	—	—	—	C.M.
(xxv)	Engagement of advocates from panel Advocates in Supreme Court in Criminal cases.	—	—	Secy.	—
(xxvi)	Payment of fees to Advocates engaged from panel Advocates in Civil & Criminal cases.	—	—	Secy.	—

1	2	3	4	5	6
(xxvii)	Approval of title and Premises of Printing Press.	—	—	Secy.	—
(xxviii)	All the cases to be submitted to the C.M. will be routed through the Chief Secretary /Addl. Chief Secretary.				
(xxix)	Any other case/matter that the Hon'ble C.M. will like to be brought to his notice.				
(xxx)	In addition to the above, such other cases/matters of Administrative importance or policy as the Secretary may consider necessary or the Hon'ble C.M. may like to see, would also be submitted to the Chief Minister.				
(xxxi)	All cases matters which do not involve policy and any important matter not specified in this order will be disposed of at the level of the Secretary and below.				

In the absence of the Hon'ble Chief Minister, the Chief Secretary and in his absence, the Secretary (Home) will dispose of cases of extreme urgency. If both are not present then the Spl. Secy./Addl. Secy./Jt. Secy. to the Government of Himachal Pradesh may finally dispose of such cases. They will, however, be shown to the Chief Minister in his arrival at the headquarter.

By order,

Sd/-

HARSH GUPTA,

Addl. Chief Secretary-cum-Secretary.

